

## Internal Applicant Procedure

### Rehire, Promotion, Demotion, Internal Transfer

#### Procedure

The Internal Recruitment Action/Reason codes allow SPD to note that an employee has been hired for the posted vacancy. Using this new action/reason code sequence will allow the requisition to close and remove it from the job bank.




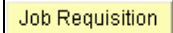
Begin the desired transaction (Rehire, Promotion, Demotion, or Transfer) using the instructions in your **Guide to Workforce Administration Manual**. Once you have reached the job data panels, use the following directions to record the Internal Recruitment.

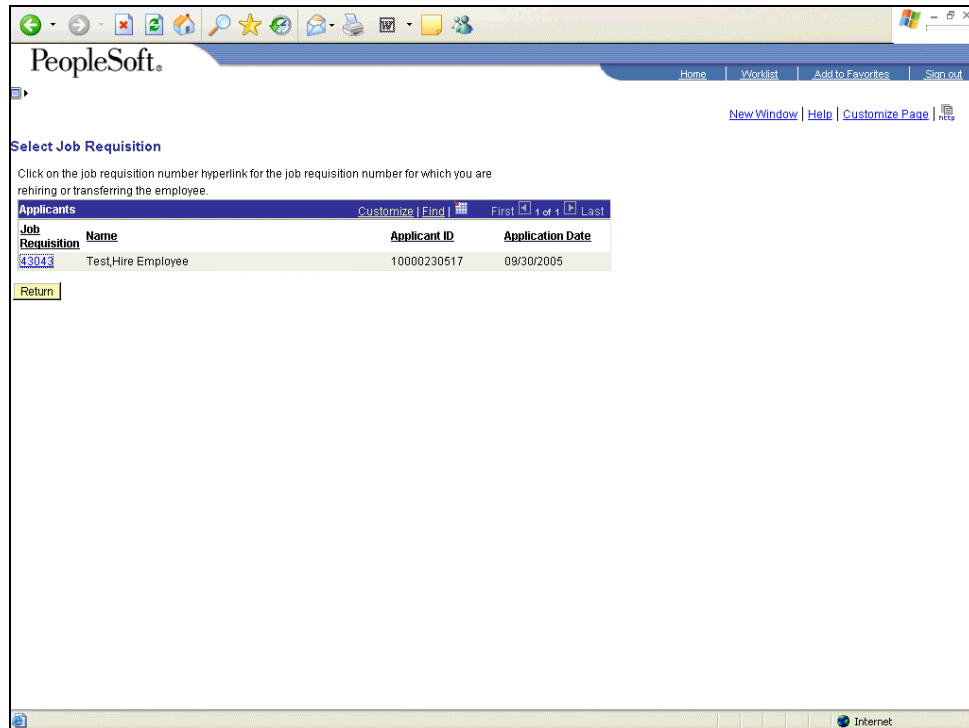
Remember for a Rehire, **Effective Sequence 0** will record the **Rehire** action with the appropriate reason code (AFF, ELC, RFL, REN, REP, RHN, RPL). Upon adding a row, **Effective Sequence 1** will reference the **Transfer** Action and **Internal Recruitment (INT)** Reason.

For Promotions, Demotions, and Transfers requiring a Requisition, **Effective Sequence 0** will reflect the **Transfer/Internal Recruitment** Action/Reason. Upon adding a row, **Effective Sequence 1** will record the appropriate action/reason codes for the promotion, demotion, or transfer.





The following directions demonstrate how to record a promotion for an employee.

The screenshot shows the PeopleSoft Work Location form. At the top, there's a navigation bar with links like Home, Worklist, Add to Favorites, and Sign out. Below this, the form is titled 'Work Location' and includes tabs for Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The main form area contains several sections: 'Employee' information (Test Hire Employee, EmpID: 10000230517, Empl Rcd#: 0), 'Work Location' details (Employee Status: Active, Effective Date: 01/01/2005, Position Number: 10006403), and 'Organizational' details (Company: SOI, Business Unit: 00800, Department: INDOT - Legal Svcs). There are also buttons for 'Save', 'Return to Search', 'Notify', 'Previous Tab', 'Next Tab', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
1.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
2.	Enter the action's effective date into the <b>*Effective Date</b> field. Enter " <b>093005</b> ".
3.	Press <b>[Tab]</b> .
4.	Click the <b>Action</b> list. 
5.	Select an entry from the list.
6.	Click in the <b>Reason</b> field. 
7.	Enter the correct reason code into the <b>Reason</b> field. Enter " <b>int</b> ".
8.	Press <b>[Tab]</b> .
9.	Click the <b>Job Requisition</b> button. 



Step	Action
10.	Click the <b>Job Requisition</b> link. <div>43043</div>

Step	Action
11.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
12.	Enter the action's effective date into the <b>*Effective Date</b> field. Enter " <b>093005</b> ".
13.	Click in the <b>Effective Sequence</b> field. 
14.	Enter the correct sequence number into the <b>Effective Sequence</b> field. Enter " <b>1</b> ".
15.	Click the <b>Action</b> list. 
16.	Select an Action from the list.
17.	Click the <b>Look up (Alt+5)</b> button next to the Reason field. 



The screenshot shows the PeopleSoft Workforce Administration interface. At the top, there is a navigation bar with links for Home, Worklist, Add to Favorites, and Sign out. Below this, there is a search section with the following fields:

- Action: Promotion
- Reason Code: begins with [dropdown]
- Description: begins with [dropdown]

Below the search fields are buttons for Look Up, Clear, Cancel, and Basic Lookup. The search results are displayed in a table with the following data:

Reason Code	Description
NCP	Normal Career Progression
OPR	Outstanding Performance
PSA	Promotion - Same Agency
PTS	Promotion to Subsidiary
SGA	Salary Grade Advance

Step	Action
18.	Select the appropriate reason from the list.

The screenshot displays the PeopleSoft Workforce Administration interface. The 'Work Location' tab is active, showing details for an employee with EmpID: 10000230517. The interface includes a navigation bar with tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The main content area shows the employee's status as 'Active', effective date as 09/30/2005, and position number as 10002817. It also lists the company as 'State of Indiana' and the department as 'SPD - Office Of The Director'. The bottom of the screen features a toolbar with buttons for Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, Include History, and Correct History.

Step	Action
19.	Resume the instructions in the <b>Guide to Workforce Administration</b> for the action being processed.
20.	<b>End of Procedure.</b>